

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER**

**SITE AND BLDG #:** NY051 BLDG1 **MECHANIC SIGNATURE:**  **DATE:** 8/15/23  
**LOCATION/RM #:** mechanical room **WO#** 23740 **ASSET #** 190917-286 **START TIME:** 12pm **FINISH TIME:** 12:15pm

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE                       |                                     | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|-------------------------------------|-------------------------------------|---|
|   |   | YES                                 | NO                                  |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |                                     |                                     |   |
| 1   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |                                     |                                     |   |
| 1   | Obtain username and password for login. If not available, contact appropriate company manager to obtain access.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |   |
| 2   | Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |   |
| 3   | Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |   |
| 4   | Check all fuses for evidence of heating or weakening.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |   |
| 5   | Check system for alarms   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |   |
| 6   | Check all plug connections in the panel to ensure the plugs are fully seated.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |   |

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**